

APPENDIX J

TRAINING ACTIVITIES

TRAININGS FUNDED DIRECTLY BY CSBG-DISCRETIONARY FUNDS

Family Development Specialist Training & Certification

Each session is an 8 day training, spread over a three month period of time regarding case management procedures and client contact, plus a one-half day training in the use of the Family Development Plan (matrix). Testing is done, and qualified participants are awarded Certification as a Family Development Specialist (FDS) from the University of Iowa's School of Social Work:

- Class I – 8-Day certification class including matrix training
- Class II – 2-Day supervisors class including matrix training
- Class III – 2-Day recertification class
- Class IV – 3-Day outreach workers class including matrix training

Best Practices-Spotlight Awards

Recognition and sharing of outstanding practices, program, and management within agencies.

Public Relations

Training to assist agencies with press releases and dealing with media relations

Software Training

Training provided by the Lifelong Learning Institute on Microsoft Office 2003 products including Excel, PowerPoint, Word, Access, and Publisher. The training opportunity provided in different locations.

Board of Directors Training

Board and Executive Director training at a two day conference.

Executive Director and Staff Training

Training focused on a "system approach", which will enable participants to examine the vision of their organizations to develop a system approach as it related to the agency's needs assessment.

Front Line Staff Training

Training directed to front line staff within agencies. This training includes time management, positive attitudes, adapting to change, etc.

ROMA Agency Statewide Training

ROMA training on reporting for the national indicators of Community Action Performance was completed at Board of Director's Conference.

Needs Assessment & Strategic Planning Process

Strategic Planning – Continuation from needs assessment in 2005 – supportive services for 5 goals

Human Resource Training

Two Human Resource trainings for Human Resource Managers

Supervision Training

Two training opportunities offered; one in the northern part of the state and one in the southern part of Indiana.

Fiscal Training

Two fiscal training with topics decided by fiscal managers

Earned Income Strategies & Sarbanes-Oxley Act

This training is a combined training of executive directors and fiscal staff.

Fundraising Training

Offers agencies training on developing different aspects of fundraising – two day

Agency Outside Training

This allows approximately \$2,000 per agency to assist with training provided outside the Community Action Network in Indiana. This may include computer training, general management processes, out-of-state conferences, or continuing education opportunities such as the National Community Action Academy.

Other Trainings as approved

With approval, any funds contracted to the Indiana Training Institute, but not expended, can be used to provide additional training in the final quarter of the year. Requests to provide this unplanned training must be provided to IHCD for approval of subject and cost.

Meeting/Training

The ITI training center is used to provide meeting space or set up outside meeting space for various programs. These "meetings" provide Training and Technical assistance to those persons participating in these programs.

- Emergency Shelter Grant grantees, Section 8 Self-Sufficiency Grantees and Domestic Violence Program and Energy Assistance Program Managers

TRAININGS PAID FOR INDIRECTLY BY CSBG FUNDS

This training is provided by other program funds, but is provided through the Community Action Association (InCAA) and/or by IHCD Staff. Since both InCAA and IHCD staff are supported by CSBG funding, the training is included in this listing:

LIHEAP ENERGY ASSISTANCE - Primary Funding Source

Meeting/Training

- Coalition to Keep Indiana Warm
- Energy Assistance Program Fall Training
- Energy Assistance Program Advisory Committee Meeting
- Energy Assistance Program Spring Meeting
- Energy Assistance Web-based Users Trainings

SECTION 8 HOUSING - Primary Funding Source

- Section 8 Housing Quality Standards
- Meeting/Training
- Happy Software Training for Housing

DOE AND/OR LIHEAP WEATHERIZATION - Primary Funding Source

Because of the nature of these courses, most classes include both classroom and "hands-on" training. Many of the courses also include fieldwork.

- Basic Weatherization Skills
- Residential Energy Auditing
- Best Approaches for Mobile Home Wx
- Water Heater Safety and Rehabilitation
- Weatherization Client Education
- Red Cross CPR and First Aid
- Introduction to Prism Software
- Roeing Weatherization Reporting Software
- Gas Range Testing and Repair
- Gas Appliance Inspection for Auditors and Heating Technicians
- Health and Safety
- Oil Furnace Seminar
- Furnace Replacement and Sizing Criteria
- Furnace Replacement/Mobile Home
- Furnace Diagnostic
- Furnace/Pressure Diagnostics
- Furnace Inspection & Repair
- Carbon Monoxide Mitigation Seminar
- Venting Problems and Sizing Seminar
- Air Sealing with the Blower Door
- Duct Diagnostics and Repair
- High Density Cavity Insulation
- Electric Furnace Inspection and Repair
- Lead Safe Work Practices
- Boiler Inspections
- Basic Gas Furnace Electrical Training

- Optimizing Wx. Program Resources
- Manual J Review Day
- Applying Pressure Differential
- Semi-Annual Technical Training Seminar
- Building Tightness Guidelines
- Moisture
- Understanding 80% and 90% Furnace
- Daily Safety Test-Out Procedures
- Wx. Training & Certifications:
- Heating Technicians Certification
- Building Analyst Certification
- Building Analyst Re-Certification
- Building Technician Certification
- Certification Maintenance Training
- Certification Compliance Prep.
- Meeting/Training
- Semi-annual Program Manager's Meeting
- Wx. Training and Technical Assistance Activities